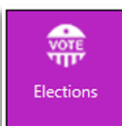


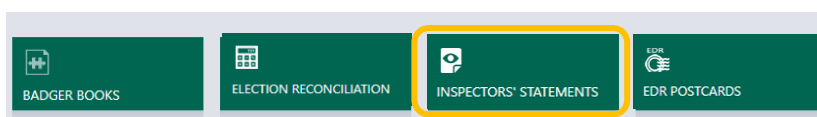
Elections Reconciliation Process

Entering a new Inspector's statement

1. Click the Elections Tile

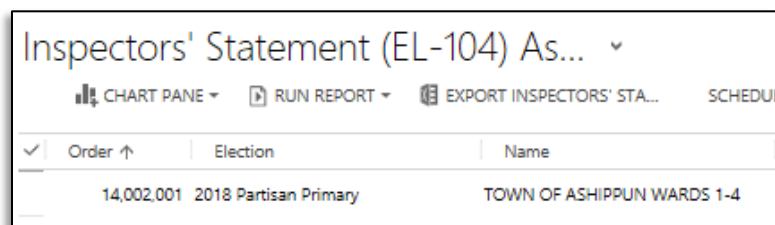


2. Choose the 2018 Partisan Primary from the elections list
3. Click the chevron next to the election name and locate the Inspector's Statement tile; click to open



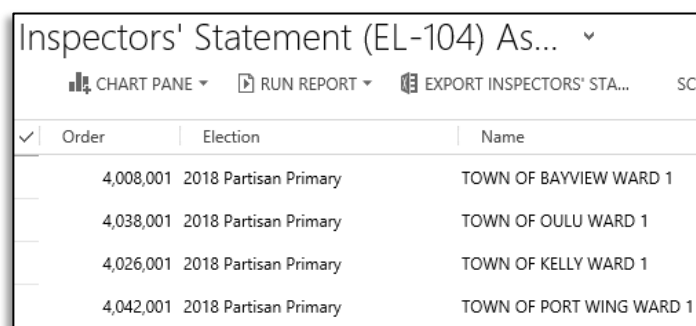
4. The Inspector's Statement Associated View will load

- a. Municipal users will see a record for each reporting unit in the election

A screenshot of the "Inspectors' Statement (EL-104) As..." view. It shows a table with one row of data for the 2018 Partisan Primary election in the Town of Ashippun.

Order	Election	Name
14,002,001	2018 Partisan Primary	TOWN OF ASHIPGUN WARDS 1-4

- b. County clerks will see all reporting units in the county, grouped by municipality

A screenshot of the "Inspectors' Statement (EL-104) As..." view. It shows a table with four rows of data, grouped by municipality.

Order	Election	Name
4,008,001	2018 Partisan Primary	TOWN OF BAYVIEW WARD 1
4,038,001	2018 Partisan Primary	TOWN OF OULU WARD 1
4,026,001	2018 Partisan Primary	TOWN OF KELLY WARD 1
4,042,001	2018 Partisan Primary	TOWN OF PORT WING WARD 1

5. Click on the record **Name** to open the Inspector's Statement form

6. Enter the Inspector's Statement information in the appropriate fields
 - a. The municipality and reporting unit information are locked

- b. All remaining fields will need to be entered

- i. **Total Number of Voters:** Total number of voters to cast a ballot
 - ii. **Number of Absentee Voters:** Total number of absentee ballots cast

- iii. **Number of Provisional Ballots:** Total number of provisional ballots cast
 - iv. **Total Number of Ballots Cast:** Total number of ballots counted
 - v. **Total Number of EDRs:** Total number of election day registrations

- c. Enter the totals in the Number of Votes Cast On section

- i. **Paper (Hand Count):** Total number of ballots counted by hand on election night and not run through a counting machine or cast on a DRE.
 - ii. **Optical Scan:** Total number of ballots cast on an optical scan machine at the polling place (DS200)
 - iii. **DRE (touch screen):** Number of ballots cast on a direct recording entry (DRE) machine.

7. Click Save & Close

Completing Election Reconciliation Form

1. Click the Elections tile



2. Choose the 2018 Partisan Primary from the elections list
3. Click the chevron next to the election name and locate the Election Reconciliation tile; click to open



4. The Election Reconciliation Associated View will load

- a. Municipal users will see a record for each reporting unit in the election

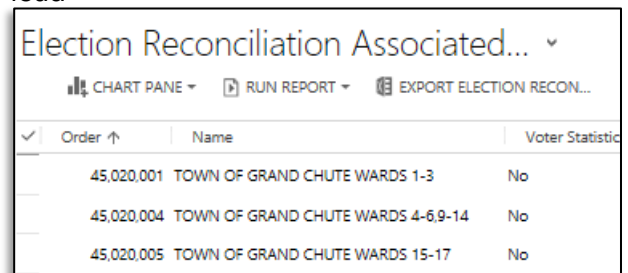


Table showing Election Reconciliation Associated View for Municipal users. The table lists reporting units and their match status.

Order	Name	Voter Statistics Match
45,020,001	TOWN OF GRAND CHUTE WARDS 1-3	No
45,020,004	TOWN OF GRAND CHUTE WARDS 4-6,9-14	No
45,020,005	TOWN OF GRAND CHUTE WARDS 15-17	No

- b. County clerks will see all reporting units in the county, grouped by municipality

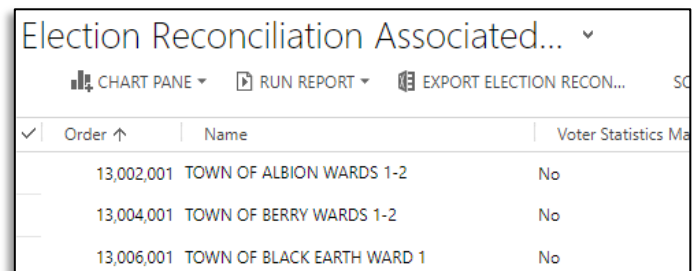


Table showing Election Reconciliation Associated View for County clerks. The table lists reporting units grouped by municipality and their match status.

Order	Name	Voter Statistics Match
13,002,001	TOWN OF ALBION WARDS 1-2	No
13,004,001	TOWN OF BERRY WARDS 1-2	No
13,006,001	TOWN OF BLACK EARTH WARD 1	No

Note: The associated view will show the match status of each section; if all sections list for a reporting unit list **Yes**, you do not need to take further action for that reporting unit

- Click on a record Name to open an Election Reconciliation record

General		Voter Statistics	
Jurisdiction	TOWN OF PRAIRIE FARM - BARRON COUNT	Total Votes (Canvass)	214
Election	2018 Partisan Primary	Total Voters (EL-104)	214
Poll Book Name	Wards 1-2	Total Voters (WisVote)	214
Reporting Unit	Wards 1-2	Total Ballots (EL-104)	214
EL-104	TOWN OF PRAIRIE FARM WARDS 1-2	Voter Statistics Match	<input checked="" type="checkbox"/>
Order	3,034,001	Voters Comments	--
State Override	<input type="checkbox"/>	Election Day Registrations	
SO Comments	--	EDRs (EL-104)	8
Provisional Ballots		EDRs w/ Recorded Vote (WisVote)	7
Provisionals Issued (EL-104)	1	EDRs w/o Recorded Vote (WisVote)	1
Provisionals Issued (WisVote)	1	EDRs Match	<input checked="" type="checkbox"/>
Provisionals Match	<input checked="" type="checkbox"/>	EDRs Comments	--
Documents Provided	0		
Provisionals Counted	0		
Absentee			
Absentees Counted (EL-104)	14	Regular Absentees Counted	8
Absentee Ballots Returned (WisVote)	13	Temporary Overseas Counted	0
Absentee Participation (WisVote)	13	Military Absentees Counted	3
Absentees Match	<input type="checkbox"/>	Perm Overseas Counted	2
		FWABs Counted	0

- Review for any section(s) missing a checkmark in the Match box

Note: All fields are locked except **Comment** fields; corrections must be made outside the Election Reconciliation form

- Determine the source of the mismatched information and correct it within WisVote
- If information in WisVote cannot be adjusted to correct a discrepancy, use the Comment fields to override the error

- If the error is in the Voter Statistics or Election Day Registrations sections, enter the reason and click Save or Save and Close

Voter Statistics Match ☐
Voters Comments --

EDRs Match ☐
EDRs Comments --

- If the error is in the Absentee or Provisional Ballots sections, you must contact the Election Commission for a state override

State Override ☐
SO Comments --

9. The Election Reconciliation form will update overnight to include any data updates; if all sections match, or include a comment, the reporting unit will flip to Complete
10. Continue update/comment process until all reporting units are listed as Complete